Instructions on SSO Fundraisers

The School Support Organization must abide by all policies and procedures regarding school support groups including MNPS fundraising policy. The support group will indemnify and hold harmless The Metropolitan Nashville Public Schools, the director and all other agents of the local education agency for the actions of the school support groups. The support group will adhere to the signed agreement with Metropolitan Nashville Public Schools. The director may suspend or revoke the authorization of any school support group for a failure to abide by the policies and procedures regarding school support groups as outlined in this agreement.

In order to conduct a fundraiser you will need the following to be completed:

- **SSO Fundraiser Authorization Form:** SSO fundraiser authorization forms can be found on the SSO web page under “SSO Fundraiser Forms and Resources”. You can also obtain the form from the school bookkeeper. This form should be submitted only after you have received confirmation that your organization has been approved as a MNPS SSO by the MNPS School Audit department. It should be submitted 30 days prior to your event.

- **Approval of External Facility Use Request:** You must submit an External facility use request through your bookkeeper. This request is to inform the facility use office of events taking place in a MNPS facility. Insurance is required; however, the facility use fees are waived for approved MNPS school support organizations.

- **Cooperative Fundraiser Agreement:** This form is only to be prepared by SSO’s that plan to fundraise by operating the school’s bookstore, concessions, and/or parking. SSO’s conducting book fairs for the school must also submit this form with their fundraiser authorization.

**Fundraising Procedures:**

All fundraising sponsored by school support organizations must be approved by the school principal and approved 30 days prior to the event by the MNPS Auditor for your school. School Support Organizations must handle and collect all funds for SSO sponsored fundraisers. MNPS employees cannot handle or collect funds for any SSO fundraisers. SSO’s cannot use the MNPS EIN# or tax exemption status.

- Prepare Fundraiser Authorization form and submit 30 days prior to the event to your school’s bookkeeper for required signatures.
- The Bookkeeper will submit to the MNPS School Audit department for approval.
- The MNPS School Audit department will email the approved form back to the bookkeeper.
- Correspondence to parents may be sent out and the fundraiser can begin!

**NOTE:** Examples of fundraisers would include loyalty reward programs (i.e. Kroger, Target, Publix, etc.) because the public is asked to link their reward card to your organization. Soliciting donations is also considered a fundraiser.